

**PROJECT TITLE:** SWIMMING POOL SERVICES  
**LOCATION:** CMR – DCMR  
**REFERENCE:** 2020 – CMR – DCMR - 01  
**DATE:** 12-AUG-2020

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The American Embassy in Bujumbura requires the services of qualified contractor to maintain and clean the swimming pools and a fountain at the two residences:

- CMR (Chief Mission residence) compound (the swimming pool and the fountain)
- DCMR (Deputy Chief Mission residence) compound (only the swimming pool).

**If you are interested in providing your quotation, please provide your quotes by August 24, 2020.**

**SCOPE OF WORK:**

The Contractor shall maintain the existing and fully functioning swimming pools in manner to guarantee safety of the users' comfort. All work shall be performed by skilled craftsmen.

➤ The Contractor shall:

1. Provide all pool chemicals, labor and equipment necessary to maintain and clean the swimming pools.
2. Ensure that personnel who maintain pools are properly trained in the safe handling, use, and storage of all swimming pool chemicals according to the manufacturer's instructions and that the appropriate personal safety equipment is used when handling these chemicals and follow the chemical label directions.
3. Provide Chemistry test kit, all chemicals treatment for the pool water, in order to protect pool from algaecide.
4. Ensure to use Super-Chlorine powder and Flovil tablets as chemicals for cleaning the swimming pool.
5. Perform the work during the five working days per week (Monday through Friday) for maintenance, daily cleaning of wall tiles, floor tiles and grouting.
6. Follow recommended maintenance schedule and checklist for all maintenance activities.

➤ The US Government will provide the electricity and water.

## **A. DESCRIPTION OF EQUIPMENT TO BE MAINTAINED AND CLEANED**

### **CMR Swimming Pool:**

<u>Equipment</u>	<u>Quantity</u>
<u>Circulation Pumps</u>	<u>2</u>
<u>Sand Filters</u>	<u>2</u>

### **CMR Fountain:**

<u>Equipment</u>	<u>Quantity</u>
<u>Circulation Pump</u>	<u>1</u>

### **DCMR Swimming Pool:**

<u>Equipment</u>	<u>Quantity</u>
<u>Circulation Pumps</u>	<u>1</u>
<u>Sand Filters</u>	<u>1</u>

## **B. TOOLS, SAFETY EQUIPMENT, AND MATERIALS TO BE SUPPLIED BY US EMBASSY**

1. Mechanics tool set.
2. Filter cartridge.
3. Chemistry test kit.
4. Cleaning equipment for detection probes.
5. Surface skimmer net.
6. Pool vacuum.

## **C. CHEMICALS TO BE SUPPLIED BY CONTRACTOR:**

1. Super-Chlorine powder
2. Flovil tablets

## **D. SAFETY PROCEDURES**

1. Do the work when the pool is filled with water.
2. Schedule the work with operating personnel.
3. Never use extension cords around a pool.
4. Pool chemicals and chlorine should be stored in the locked room located near the CMR swimming pool.
5. Store in their original containers. Do not use contents of unlabeled containers.
6. Store chemicals in their original containers. Do not use contents of unlabeled containers.
7. Do not store pool chemicals near gasoline, fertilizers, herbicides, grease, paints, tile cleaners, turpentine, or flammable materials. This tip is especially important when pool chemicals are stored in sheds or small storage rooms.
8. Do not smoke when handling chemicals.
9. Do not expose chemicals to heat or flames.
10. Do not smoke when handling chemicals.
11. Do not expose to heat or flames.
12. Follow all site safety instructions.

13. Report any equipment problems you find.
14. Record the work in the equipment maintenance log.

**E. MAINTENANCE AND CLEANING REQUIREMENTS FOR SWIMMING POOL AND FOUNTAINS**

#	Swimming pool	Size US gallons	Maintenance requirements
1	CMR	<b>121,888.98</b>	Supply labor and undertake routine reporting as per the statement of work. See Daily, weekly, monthly and other checklist as provided
2	DCMR	<b>27,801</b>	Supply labor and undertake routine reporting as per the statement of work. See Daily, weekly, monthly and other checklist as provided

**REQUIRED MAINTENANCE:**

**Daily maintenance:**

1. Removing any materials causing rusty spots on the floor or damaging backwash filters.
2. Cleaning the skimmers daily and replace filters when needed.
3. Keeping the water at the highest level of cleanliness'
4. Cleaning the pump room, maintain pumps, connections and filters.
5. Cleaning and wash border and the walkways of the pool and report to the COR if the pool requires any repairs,
6. Maintaining all timers of the pumps and report deficiencies to the COR immediately.
7. Thoroughly cleaning the pool and fountain by removing foreign objects, insects and other debris.
8. Checking and maintaining water level to the desired height.
9. Checking and maintaining PH, Chlorine, levels of pools as mentioned below;
  - a. PH 7.2-8 ppm
  - b. Chlorine 1.5-3 ppm
10. Inspecting electrical service, filters, skimmers, drains, ladders, plugs, gauges, and other important components of the system.
11. Inspecting tile and grout installations, and clean tiles and skimmer with cleanser.
12. Emptying skimmer and pump basket
13. Checking all handrails, steps and other safety equipment to be sure that it is in proper working conditions.
14. Checking and maintaining proper swimming pool treated water levels
15. Checking pumps piping, filters, guardrails, associated surfaces and report deficiencies to COR immediately.
16. Checking water clarity

17. Cleaning air filter, skimmer baskets and overflow.
18. Removing floating debris
19. The water must settle for at least two hours before vacuuming,
20. Removing standing water around the pool deck.
21. Testing chlorine and PH daily.
22. Filling the daily /weekly log and submitting it to COR every week.

#### F. SWIMMING POOL DAILY/WEEKLY LOG SHEET

Date..... Month..... Year: .....

Date	Time	Daily Chlorine test	Daily pH test	Quantity of Super chlorine added in Kg	Quantity of Flovil added in tablets

#### G. WATER QUALITY CHECK LIST:

Water Quality Reading	GREEN	RED
PH	7.2 - 8.0	Less than 7.2 OR More than 8.0
Chemicals: Super chlorine, flovil	1.5 - 3 ppm	Less than 1.5 ppm OR Greater than 10.0ppm

## **H. MONTHLY POOL MAINTENANCE CHECK LIST**

1. Visually inspect tile, grout, sealant and other exposed elements of the pool.
2. Check for cracks inside and outside the pool.
3. Check the seals or water leakage in the motor and pump.
4. Check all handrails, steps other safety equipment to be sure that it is in proper working condition.

## **I. QUALITY ASSURANCE AND SURVEILLANCE PLAN (QASP)**

This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

Performance Objective	Performance Threshold
<u>Services.</u> Performs all swimming pool cleaning and maintenance services set forth in the scope of work.	All required services are performed and no more than one (1) customer complaint is received per month.

1. SURVEILLANCE. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

2. STANDARD. The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action. Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action.

3. QUALITY CONTROL. The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the COR. The COR will schedule surprise inspections of the Contractor's work.

### **4. PROCEDURES.**

- a. If any Government personnel observe unacceptable services, either incomplete work or required services not being performed they should immediately contact the COR.
- b. The COR will complete appropriate documentation to record the complaint.
- c. If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.
- d. The COR shall, as a minimum, orally notify the Contractor of any valid complaints.

- e. If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.
- f. The COR will consider complaints as resolved unless notified otherwise by the complainant.
- g. Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action .

#### **I. SECURITY REQUIREMENTS**

- 1. All workers are subject to a security background check and must be approved/cleared by Embassy Security Officer prior to entering Embassy Property. Contract workers must follow standard security procedures already in place for access.
- 2. All security requirements mentioned above are subject to approval and/or modification by the Embassy Security Officer.
- 3. The Contractor shall not enter any buildings without authorization from the USG.
- 4. Personnel security: Ten days after contract award, the Contractor shall provide the following list of data on each employee who will be working under the contract. The Contractor shall include a list of workers and supervisors assigned to this project, including planned back-up personnel. The Government will run background checks on these individuals. For each individual the list shall include:
  - Full Name
  - Place and Date of Birth
  - Current Address
  - Identity number

#### **J. SAFETY REQUIREMENTS**

- 1. Contractor shall chlorinate the pool with the following chemicals (super chlorine and Flovil) as per COR written instruction.
- 2. Contractor shall put and remove the warning sign when the pool is chlorinated as per COR written schedule.
- 3. Contractor personnel shall wear appropriate personal protective equipment for the task being performed

#### **K. WORKING HOURS**

All work shall be performed from

- 7:30am to 5:15pm, Monday through Thursday
- 7:30 am-12:30 pm on Fridays

The contractor will observe the Mission Holiday Calendar.

Other hours may be approved by the Contracting Officer's Representative. The Contractor must provide at least 24 hour advance notice to the COR who will consider any deviation from the hours identified above.